



LITTLE DUNMOW PARISH COUNCIL

Minutes of the Annual Meeting of Little Dunmow Parish Council held on
Monday 13 May 2024 at 7.30pm at the Community Meeting Room,
Brook Street, Little Dunmow.

Present: Cllrs: Corr, French, & Westbrook.
In the Chair: Cllr French.
Clerk: Angela Balcombe.
Also Present: There was no one else present.

24/94. ELECTION OF CHAIRMAN.

Cllr Westbrook proposed Cllr French as Chairman, seconded by Cllr Corr and unanimously agreed, therefore Cllr French was elected Chairman for 2024/25.

- Cllr French signed the Declaration of Acceptance of Office of Chairman.

24/95. ELECTION OF VICE-CHAIRMAN.

Cllr Corr proposed Cllr Westbrook as Vice-Chairman, seconded by Cllr French and unanimously agreed, therefore Cllr Westbrook was elected Vice-Chairman for 2024/25.

24/96. APOLOGIES FOR ABSENCE.

Apologies were received from Cllrs: Clark, Pratt and Thomas.

24/97. MINUTES OF THE LAST MEETING.

The minutes of 8 April 2024 were approved as a correct record of events.

Proposed: Cllr Westbrook. Seconded: Cllr Corr. All agreed.

24/98. PROGRESS CHECK.

- Water meter cover broken - check with Castle Water.
- Footpath between Flitch Way and Baynard Avenue, the Friends of the Flitch Way are going to help towards the repair.
- Ride London - refreshment stall to go ahead.

24/99. DECLARATION OF INTERESTS.

To receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests relating to items on the agenda. No interests were declared.

24/00. CASUAL VACANCY.

No requests for an election have been received therefore the Parish Council must co-opt to fill the vacancy as soon as is practicable. Next agenda.

24/01. PUBLIC FORUM.

There were no members of the public present.

24/02. REPORTS.

- **County Council** - apologies were received from Cllr Foley, his report was received and noted.
- **District Council** - no report received.

24/03. NEIGHBOURHOOD PLAN.

The Plan is ready to go out for consultation and the referendum to be held next year. An event will be held on the 22 June at the Church.

24/04. FINANCE.

101155 £646.81 A Balcombe (Salary/PAYE/Expenses/TBS Hygiene)
101156 £778.44 Clear Insurance Management Ltd (Annual Insurance Premium)
101157 £43.20 James Todd & Co Ltd (Payroll)
101158 £34.84 V Westbrook (No Parking Sign)
101159 £1,035.00 JCM Services (Grounds Maintenance)
D/D £44.80 Castle Water (Meeting Room)
D/D £TBA npower Business Solutions (Streetlighting)
D/D £45.84 A & J Lighting Solutions (Maintenance)

24/05. ACCOUNTS YEAR ENDING 2023/24.

As the gross income/expenditure for 2023/24 is above £25,000, the Council must complete the Annual Governance and Accountability Return 2022/23 Form 3 which must be externally audited.

The accounts for the year-ending 31 March 2024 were approved.

Proposed: Cllr French. Seconded: Cllr Westbrook. All agreed.

The Chairman and Responsible Financial Officer signed:

- (i) Annual Governance Statement.
- (ii) Accounting Statements.

24/06. RECREATION GROUND MEETING ROOM.

To decide whether or not the facilities in the Meeting Room can be made available to the footballers. There were lots of pros and cons, however it was generally thought to be a good idea in principle. Agreed to defer this to the next agenda.

24/07. CORRESPONDENCE TO NOTE.

RCCE - Essex Village of the Year, deadline for applications Monday 3 June 2024. the forms to be circulated to consider possible entry for next year.

24/08. INFORMATION EXCHANGE / NEXT AGENDA ITEMS ONLY.

No matters were raised.

24/09. MEETING DATES 2024.

10 June, 8 July, 9 September, 14 October, 11 November, 9 December.

THE MEETING CLOSED AT 19.44 PM.

SIGNED (CHAIRMAN):

DATE: